

UL Files

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14 JUL 1988

MEMORANDUM FOR: Chief, Soviet East European Division

FROM: John M. Ray  
Director of Logistics

SUBJECT: SE [ ] Office Space [ ]

REFERENCE: Memo for D/L from C/SE, dtd 6 June 88,  
Same Subject

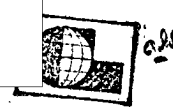
1. Since Ogden-Allied leased [ ] four years ago, we have acquired over 600,000 square-feet of storage space in the Washington Metropolitan Area. Given this acquisition and the very tight budgetary constraints that confront us in FY 89, particularly with respect to the Ogden Allied maintenance and operations contract, we can no longer afford the retention of [ ] beyond the expiration of the current lease, i.e., November 1989. Further, the tasks currently being performed by Ogden-Allied will be completed next year.

2. With the ultimate loss of [ ] [ ] I have reviewed various options concerning the relocation of [ ] who have been "temporarily" housed there for about three years. You should be aware that we are in the mist of formulating a space plan for the Agency through the year 2000. Until that space plan is approved by the Executive Committee, I do not have any firm data as to which external buildings we shall retain in the immediate and distant future. With the limited information currently available, after we evacuate [ ] in November 1989 there may be a possibility of accommodating the SE transcribers in one of the buildings in the Rosslyn area if the Agency decides to remain there. There may also be a possibility of making space for the transcribers [ ] The possibility of their relocation [ ] is not feasible until sometime in 1992-1993. Finally, there is no projected space available on the Headquarters Compound either in the Original Headquarters Building or the New Headquarters Building.

3. While I cannot be very definitive in coming up with an ultimate solution for the transcribers at this time, we will continue to be alert to alternatives as developments occur in the

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25X1 SUBJECT: SE [ ] Office Space [ ]

space arena over the next several months. In the meantime, I suggest that you submit an unfunded requirement to the Directorate of Operations, Evaluations and Plans Staff, with a view towards acquiring sufficient funds to relocate the SE transcribers to a permanent location external to the Headquarters Compound by the time we evacuate [ ] in 1989. As always, we are prepared to expedite the acquisition and renovation of new space, should funding become available.

25X1  
25X1  
John M. Ray

cc: DDA (w/ref)  
DDO (w/o ref)  
C/EPS (w/ref)

25X1 O-D/L:JMRay:ba [ ] (14 Jul 88)

Distribution:

Orig - Addressee

1 - C/FMD

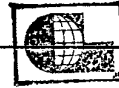
1 - C/HCS

1 - ~~D/L Chrono~~ OL Files

**Page Denied**

REFERENCE

## ROUTING AND RECORD SHEET



SUBJECT: (Optional)

SE ☐ Office Space ☐

FROM:

Chief, SE Division

EXTENSION

NO.

DATE

6 June 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Deputy Director for Operations

2.

3.

C/SE/SS

584806 HQS.

4.

5.

Director of Logistics

10/6

A

6.

DDIL C/PMS

8.

9.

10.

11.

12.

13.

14.

15.

*pls look at  
alternatives +  
decide them*

*READ action  
Suspense 6/23  
Slip 6/29*

Sent

S E C R E T

25X1

6 JUN 1988



MEMORANDUM FOR: Director of Logistics

THROUGH: Deputy Director for Operations

FROM:

Chief, Soviet East European Division

SUBJECT:

SE [ ] Office Space [ ]

1. Over the past few months the SE/Support Staff has been working very closely with OL/FMD with regard to the planning aspects in preparation for the move of this Division to the new office building (NOB). Specifically, my goal from an efficiency and management point of view was to move all SE Division elements into the NOB to include SE [ ]. In early April we determined, with the assistance of OL/FMD, that we did not have sufficient space in the NOB to accomplish that goal. It became apparent that we would have to identify an SE element that would not be able to move into the NOB. The obvious choice would be SE [ ] provided that they could remain in their current location [ ]. Therefore, based on advice provided to me through the SE/Support Staff from senior Office of Logistics personnel that the lease on [ ] would be extended from December 1989 until December 1991, I decided that SE [ ] would have to remain in their present location temporarily.

2. I have now been informed that, as of 31 May 1988, that lease [ ] will expire in December 1989 and that the Office of Logistics does not now intend to extend the lease beyond that date. I also understand that the primary purpose of [ ] is for the Allied warehouse and that you have alternate space available to accommodate their needs which is already under OL control. While moving the Allied function to another facility which is already funded by the Office of Logistics will obviously save the Agency money such action will create a funding problem for SE Division and the DDO during FY89.

3. In other words we need the necessary time to program for the cost of the move. The earliest that such programming will be realistic is for the FY 91 budget cycle. The information that we have been provided reflects that the

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25X1 build-out cost and first years rent for commercially leased property, that would accommodate SE [ ] is approximately \$400,000.00 with the second and third years rental costs projected at \$275,000.00. We simply do not have funding in that amount available in our budget during FY89-FY90.

4. Therefore, we need your assistance. In our efforts to search for alternatives to the problem we offer the following:

25X1 a. My first preference is that SE [ ] be moved to the Headquarters compound if such space becomes available prior to December 1989. Such space to accommodate this Unit need not be contiguous to the other space to be occupied by SE Division.

25X1 b. That the Office of Logistics negotiate with the owners of the [ ] property for an extension of the existing lease, or a new lease if necessary, for that portion of the [ ] presently occupied by SE [ ] The extension, or lease, should be for the period from December 1989 until December 1991. If this is a viable option we could then program funds for the move of SE [ ] to other commercial space in FY 91.

25X1 c. Alternately, I request that a review be made of existing properties managed by OL/RECD to determine if suitable commercial space that would accommodate SE [ ] might become available prior to December 1989 as a result of future planned office moves into the NOB, [ ]

25X1 5. The Office of Logistics has come to our aid many times in the past and we are of course grateful for that support. We have a problem of mutual concern of providing adequate working space for our employees and at the same time living within the budgetary constraints being imposed upon us. We will need to be creative and innovative to solve the problem at hand. I therefore request that you review the recommendations presented above, and other alternatives that you may have available to you, and advise me as soon as possible of the best course of action to take.

25X1 CONCUR:

Dep [ ]

ations

S E C R E T

SECRET

NOTE FOR: D/OL

FROM: [REDACTED]

SUBJECT: SE Translator Space

*go for unfunded wq.  
 54-90  
 then  
 coming 54-89*

-SE Translators require about 5,000 SF of space to function.

-On the rental market, we're talking the following costs:

\$125,000 est. annual rent (\$25/SF)  
 150,000 est. fit up (\$30/SF)  
 \$275,000 est. first year costs with 125,000 recurring

(This assumes they continue to communicate via KY-71, which is current mode. Secure phones would drive-first year costs sky high. It also assumes that SE would not go along with moving translators

[REDACTED] costs are:

\$281,947	Rent
51,200	Utilities
28,800	Taxes
1,273	Insurance
\$363,220	Per Year

-Barring any need for secure phones, it would likely be cheaper in the long run to move the translators to new commercial space and dump [REDACTED]. These costs would be incurred in FY89 in addition to [REDACTED] costs, however, because we can't get out of [REDACTED] lease cost until the lease expires in Nov '89. Thus, in 1989, OL would be paying \$363,220 + \$275,000 = \$638,220.

-While it may not be cheaper in the long run to leave them at [REDACTED] it might be easier, given all other moves which might be going on in 1989 if we get the plan through. Conversely, if we put them in commercial space now, with a reasonably long lease, it may fend off any move to HQ or into buildings where other Agency elements reside.

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SUBJECT: SE Translator Space

25X1 -If OL can afford the additional outlay in 1989, and if we can  
live with loss of [ ] my recommendation is a note to C/SE  
saying that, if KY-71 communications suffice, we will move the  
translators now with no secure phone installation in the future.  
25X1 Otherwise, we should tell SE that we'll leave the translators in  
[ ] and extend the lease. This puts issue on same economic  
plane as C/SE uses.

-Will formulate whichever of the above you wish.

Bill

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